Wave 2 UAT – Accounts Receivable Business Process Overview

April 2015

Overview

- **Welcome & Introductions** – Susan Salisbury

- **Module Overview** – Susan Salisbury

- **BP Overview #1: AR1 – Setup and Maintain Customers** – Susan Salisbury, Venkat Nagisetti

- **BP Overview #2: AR2 – Generate and Adjust Invoices** – Lilia Leal, Venkat Nagisetti

- **BP Overview #3: AR3 – Enter and Maintain Receivables** – Susan Salisbury, Venkat Nagisetti

- **BP Overview #4: AR4 – Process Payments** – Lilia Leal, Venkat Nagisetti

- **BP Overview #5: AR5 – Collect Receivables** –Venkat Nagisetti

- **Wrap Up & Next Steps** – Susan Salisbury

Welcome!

- Welcome to the Business Process Overview for Accounts Receivables

- Objectives for today's session:

  - Introduce (or re-introduce) you to the Accounts Receivables functionality in scope for Wave 2

  - Provide an overview of the business processes for Accounts Receivables

  - Review UAT scenarios for the Accounts Receivables functionality, including scenarios for each business process

  - Perform a brief system demonstration to further explain core functions of the Accounts Receivables functionality
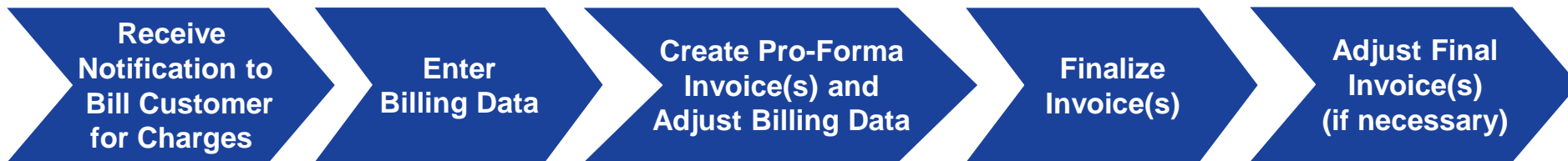
Today's Presenters

- Susan Salisbury – State Module Lead
- Lilia Leal – State Module Lead
- Venkat Nagisetti – Accenture Module Lead

Billing and Accounts Receivables Module Overview

- Introduction
- Process Overview

Billing Module Overview

Detailed transactional steps related to specific billing processes will be introduced in latter FI$Cal courses. However, the high-level Billing (BI) process carried out in FI$Cal is as follows:

Receive Notification to Bill Customer for Charges → Enter Billing Data → Create Pro-Forma Invoice(s) and Adjust Billing Data → Finalize Invoice(s) → Adjust Final Invoice(s) (if necessary)
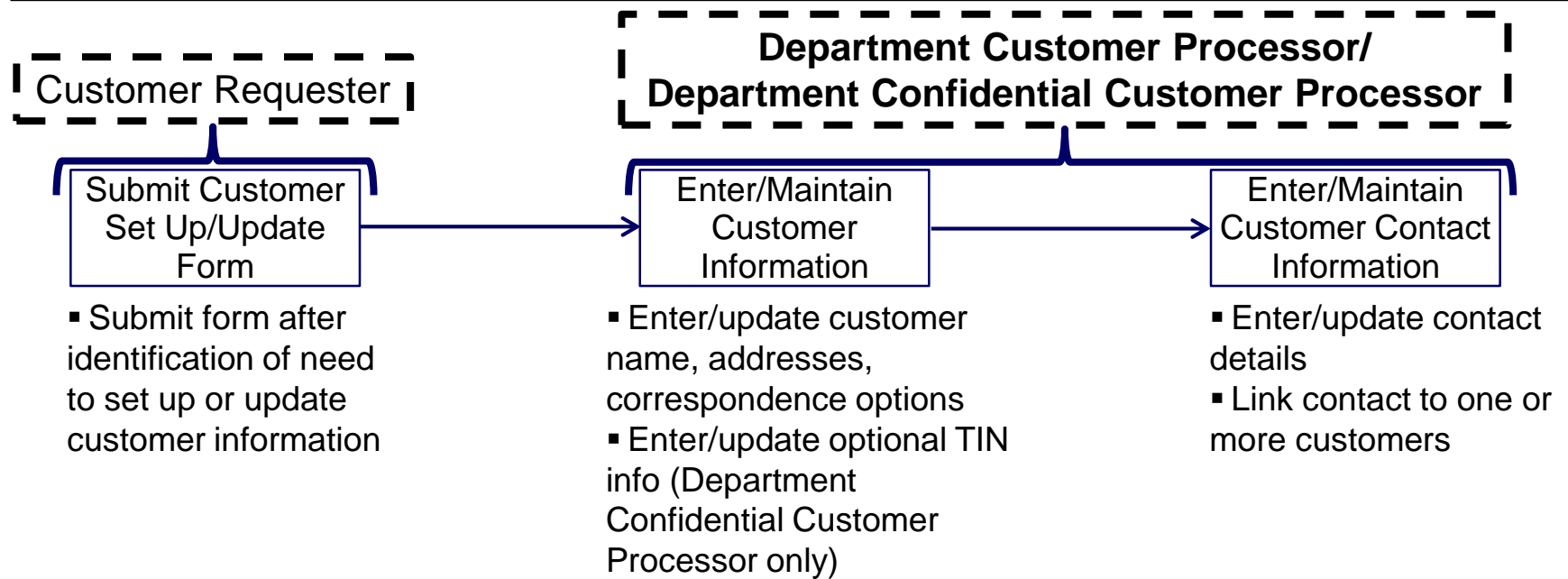
Accounts Receivables Module Overview

Detailed transactional steps related to specific accounts receivable processes will be introduced in later FI$Cal courses. However, the high-level Accounts Receivable (AR) process carried out in FI$Cal for receivable payments is as follows:

Enter Receivables in AR Module	Post AR Transactions	Customer Payment Processing	Post Customer Payments	Perform AR Collection & Write-Off Activities

AR1 Set Up and Maintain Customers – Overview

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

AR1 Set Up and Maintain Customers – Overview

Customer Requester

Department Customer Processor/ Department Confidential Customer Processor

Submit Customer Set Up/Update Form	Enter/Maintain Customer Information	Enter/Maintain Customer Contact Information
▪ Submit form after identification of need to set up or update customer information	▪ Enter/update customer name, addresses, correspondence options ▪ Enter/update optional TIN info (Department Confidential Customer Processor only)	▪ Enter/update contact details ▪ Link contact to one or more customers

Key Impacts

- Standard FI$Cal form will be used for requesting/updating customer information
- TIN information will be entered by the Department Confidential Customer Processor Role
- Employees with outstanding payroll ARs will need to be set up as customers
- Customer parent-child relationships may be established for reporting purposes

AR1 Set Up and Maintain Customers – Overview

■ **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR1 - Setup and Maintain Customers	Create a Customer	Create two customers for billing and receivables. One will have a TIN and represent an employee.
AR1 - Setup and Maintain Customers	Add Interagency Customer	Create two department customer for billing. One for Non-direct transfer and one for Direct transfer.
AR1 - Setup and Maintain Customers	Create a Customer Contact	Create multiple contacts with an association to one customer (with one contact being the primary contact). Edit customer contact information. Delete a customer contact.

AR1 Set Up and Maintain Customers – Overview

- System Demo

AR1 Set Up and Maintain Customers – Overview

AR2 Generate and Adjust Invoices – Overview

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

AR2 Generate and Adjust Invoices – Overview

Bill Requester	**Department BI Processor**	Bill Requester/ Reviewer	**Department BI Approver**	FI$Cal
Submit Request to Bill Charges	Enter Billing Information	Review Pro Forma Invoice	Finalize and Distribute Invoice	Post Invoice Data
▪ Complete Excel request form with billable charges ▪ Send form to Department BI Processor	▪ Enter/review invoice lines, amounts, and accounting details ▪ Review charges from interfaces or projects / grants (if applicable) ▪ Generate pro forma invoice	▪ Review and notify Department BI Processor of changes or approval	▪ Review bills for finalization ▪ Review billing accounting entries ▪ Generate invoices for distribution to the customer	▪ Send Billing accounting entries to the General Ledger ▪ Establish receivables in AR

Key Impacts

- Standard FI$Cal Excel form will be used for requesting invoices
- Billable charges may be entered or interfaced into FI$Cal
- Invoices generated from FI$Cal will send accounting information to the General Ledger and establish receivables in AR

AR2 Generate and Adjust Invoices – Overview

Bill Requester	**Department BI Adjustment Processor**	**Department BI Processor**
Submit Request for Adjustment	Select Invoice and Adjustment Type	Reroute to Finalize Adjustments
▪ Identify need to adjust an invoice ▪ Populate request form and send to Department BI Adjustment Processor	▪ Adjust entire invoice or specific lines (credit only or credit and rebill)	▪ Review adjustment charges from interfaces ▪ Generate and review pro forma invoice ▪ After review, the bill will go through the steps outlined for regular invoices

Key Impacts

- Standard FI$Cal form will be used for requesting invoice adjustments
- Department BI Adjustment Processor role is needed to initiate adjustment of finalized invoices if adjustment charges are initiated online within the Billing module
- Adjusted invoices are linked to original invoices in the system for tracking purposes

AR2 Generate and Adjust Invoices – Overview FI$Cal Dept. Billing FI$Cal Dept. – Non-Direct Transfers

Enter Charges and Finalize Invoice (BI)	Generate Voucher	Process Voucher and Payment (AP)	Record Payment (AR)

- Follow Generate Invoices process to set up and finalize invoice
- Distribute invoice to department being billed

- FI$Cal processes will generate voucher linked to the interagency invoice

- Billed department attaches invoice to voucher
- Voucher requires department and SCO approval prior to generation of the payment

- Voucher payment will generate a receivable payment in the Billing Department's AR Module

Key Impacts

- Interagency customers of FI$Cal departments which are also FI$Cal departments will be flagged for FI$Cal interagency billing processing
- Vouchers for interagency billing reference the interagency invoice number
- Voucher is routed through appropriate departmental and SCO approvals
- Voucher payment generates a receivable payment in the Billing Department's AR Module

AR2 Generate and Adjust Invoices – Overview
FI$Cal Dept. Billing FI$Cal Dept. – Non-Direct Transfers

Department BI Approver

Record Default Coding String	Enter Charges and Finalize Invoice (BI)	Generate Interagency Voucher	Process Voucher and Payment (AP)	Record Receipt (AR)	Record Journal Voucher (AP)
▪ Billing department stores default coding string for other FI$Cal departments	▪ Follow Generate Invoices process ▪ Distribute invoice to department being billed	▪ FI$Cal processes will generate voucher with default coding	▪ Voucher bypasses department approval but is approved at SCO ▪ Billing department requests direct transfer from SCO per existing process	▪ Voucher payment will generate a receivable payment in the Billing Department's AR Module	▪ Billed department records journal vouchers in AP to reclassify charges (if needed)

Key Impacts

- Default coding for FI$Cal department customers stored in FI$Cal by billing department
- Direct transfer vouchers bypass departmental approval but are approved by SCO
- Billed departments can view direct transfer vouchers on inquiry screens in FI$Cal
- Billing department requests direct transfer in SCO Fiscal per existing process
- Voucher payment generates a receivable payment in the Billing Department's AR Module

AR2 Generate and Adjust Invoices – Overview FI$Cal Dept. Billing Non-FI$Cal Dept.

Enter Charges and Finalize Invoice (BI)	Request Direct Transfer (if applicable)	Record Customer Receipt (AR)

- Follow Generate Invoices process to set up and finalize invoice
- Distribute invoice to department being billed

- Submit request to SCO per existing process for direct transfer charges

- Upon receipt of payment or direct transfer confirmation, follow the Process Payments process to record receipt in FI$Cal and clear the receivable

Key Impacts

- Interagency customers which are not using FI$Cal (i.e. non-FI$Cal departments) will not be flagged for FI$Cal interagency billing processing
- Billing department requests direct transfer in SCO Fiscal per existing process

AR2 Generate and Adjust Invoices – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	Create a Simple Invoice	Create a simple invoice and set it to Ready status. Invoices should be created within both templates.
AR2 - Generate and Adjust Invoices	Finalize an Invoice	Run the bill finalization processes to generate PDFs of the invoices.
AR2 - Generate and Adjust Invoices	Generate Pro Forma Invoice	Generate Pro Forma Invoices in both templates.
AR2 - Generate and Adjust Invoices	Create a Complex Invoice	Create a complex invoice and set it to Ready status. Invoices should be created within both templates.
AR2 - Generate and Adjust Invoices	Adjust an Invoice	Make an adjustment to a finalized invoice.

AR2 Generate and Adjust Invoices – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	Create Non-Direct Transfer Bill	Create a non-direct transfer interagency bill for a Wave 1 Department.
AR2 - Generate and Adjust Invoices	Create Direct Transfer Bill	Enter direct transfer coding and create a direct transfer interagency bill for a Wave 1 Department.
AR2 - Generate and Adjust Invoices	Create an Invoice from Customer Contracts	Create an invoice from charges that were collected from Customer Contracts
AR2 - Generate and Adjust Invoices	Finalize an Invoice from Customer Contracts	Finalize an invoice from charges that were collected from Customer Contracts

AR2 Generate and Adjust Invoices – Overview

- System Demo

LIVE DEMO

WATCH THE DEMO NOW

AR2 Generate and Adjust Invoices – Overview

AR3 Enter and Maintain Receivables – Overview

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

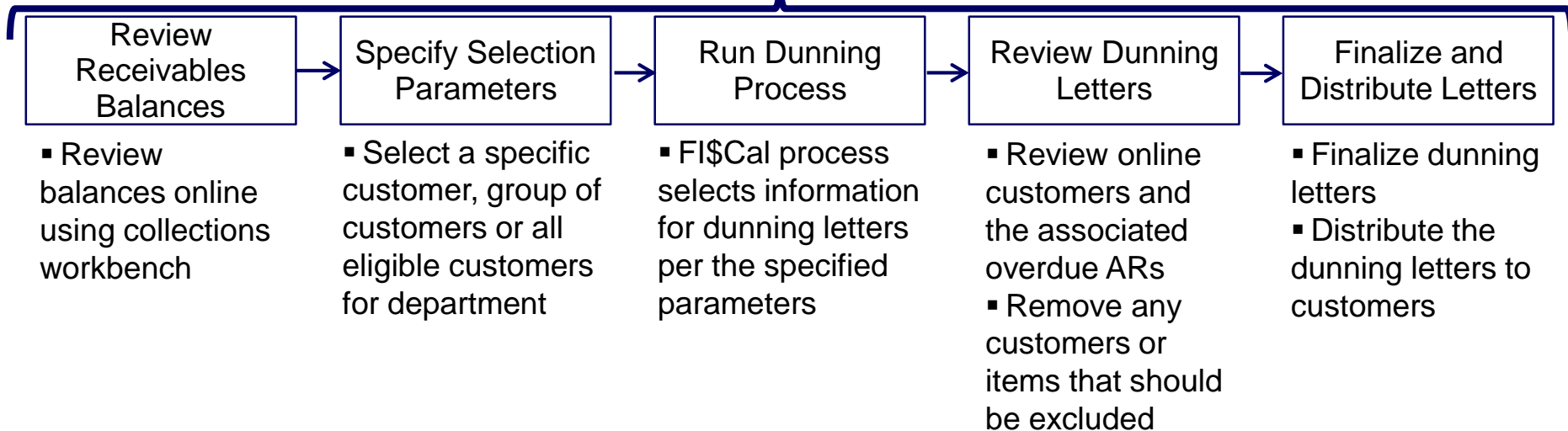# AR3 Enter and Maintain Receivables – Overview

AR Requester	Department AR Item Processor	Department AR Item Approver	FI$Cal Financial Information System for California
Submit Request to Record Receivable	**Enter Receivables Details**	**Set Receivables to Post**	**Receivables Established in AR**
▪ Identify need to record a receivable (e.g. payroll half-sheet)	▪ Select customer and enter receivable number and amount ▪ Enter/review accounting details ▪ Review interfaced receivables	▪ Review accounting details and set to post	▪ Receivables posted ▪ Accounting entries generated for posting to GL

Key Impacts

- Invoices from the Billing Module are automatically created as receivables in the FI$Cal AR Module
- A customer must be set up in FI$Cal before a receivable can be entered for that customer (including employees)

AR3 Enter and Maintain Receivables – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR3 - Enter and Maintain Receivables	Create a Receivable Group with Employee ARs	Create a receivable group within the AR Module that has multiple Employee receivables and a credit memo.
AR3 - Enter and Maintain Receivables	Inquire on Receivables	Inquire on receivables within the AR Module including one that came from the Billing Module. In addition, show how to view outstanding receivables for a customer without having to generate a report.

AR3 Enter and Maintain Receivables – Overview

- System Demo

AR3 Enter and Maintain Receivables – Overview

AR4 Process Payments – Overview

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

AR4 Process Payments – Overview

Department Cashiering Unit	**Department AR Payment Processor**	**Department AR Payment Approver**	FI$Cal	**Department AR Payment Processor**
Receive Payments	Enter Deposit / Payments	Set Payments to Post	Process Payments	Notify GL Processor for Journal Entry (GL)
▪ Deposit payments into bank account	▪ Flag direct journal and payment predictor payments ▪ Select cash type ▪ Create payments for interagency bills / employee payroll deductions ▪ Create worksheets for over and underpayments	▪ Review payment worksheets and set to post ▪ Code Direct Journal payments for posting ▪ Reference Open Item Key information for ORF Salary Advance receipts	▪ Process worksheets ▪ Post payments against receivables ▪ Generate accounting entries for posting to GL	▪ Notifies GL Processor to enter GL Journal to record or reverse general cash/ uncleared collections

Key Impacts

- Departments continue to use EDF and eFITs processes outside of FI$Cal
- Dept. AR Payment Approver role is needed to post and code miscellaneous payments. This includes referencing Open Item Keys for ORF Salary Advance Receipts.
- Journal entries need to be submitted to record or reverse general cash/uncleared collections (as applicable)

AR4 Process Payment Adjustments – Misc. Receipts

Department AR Payment Processor

Department AR Payment Approver

Determine Type of Payment Adjustment	→	Record Adjustment amounts	→	Finalize Adjustment	→	Bank Reconciliation (CM)

- Miscellaneous receipt
- Incorrect payment amount
- Incorrect coding on the payment

- Record system deposit/payment(s) with positive and/or negative amounts

- Code payment adjustments
- Set payment(s) to post
- Payment and accounting posted by FI$Cal processes

- Reconcile adjustments in Cash Management

Key Impacts

- Customer payments recorded in the Accounts Receivable module are integrated with the Cash Management module for the bank reconciliation process in FI$Cal
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

AR4 Process Payments Adjustments – Receivables

Dept. AR Payment Processor		**Dept. AR Payment Processor**	**Dept. AR Payment Approver**	
Determine Type of Payment Adjustment	Adjust Invoices, if needed (BI)	Select Payment for Unposting	Set Payment for Unposting	Process Payments (AR)
▪ Invoice related receipt ▪ Payment posted to the wrong invoice ▪ Invoice with incorrect coding	▪ Follow process for adjusting invoices to generate credit and rebill invoices	▪ If payment was already posted, select for unposting and specify reason	▪ Set unposting transaction to post ▪ Payment will be processed by FI$Cal processes	▪ Follow steps to apply payment

Key Impacts

- Payments posted to the wrong invoice can be unposted and reposted
- Adjustment invoices are linked to the original invoice
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

AR4 Process Payments – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Create a Miscellaneous Receipt Payment (Remitted)	Create a deposit to represent a payment that is to be remitted to Cash in State Treasury. Classify the payment as a Miscellaneous Receipt and finalize it.
AR4 - Process Payments	Apply a Full Payment to a Receivable	Create a deposit with a full payment to a receivable using the internal transaction bank. Create a payment worksheet and apply the payment to the receivable
AR4 - Process Payments	Create a Miscellaneous Receipt Payment (Not Remitted)	Create a deposit to represent a payment that is not to be remitted to Cash in State Treasury (e.g. NSF or overpayment to be refunded). Classify the payment as a Miscellaneous Receipt, code it a department's CTS Fund, and finalize it.

AR4 Process Payments – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Record an Interagency Direct Transfer Payment	Create a deposit and apply a direct transfer payment to a direct transfer bill associated with a non-FI$Cal Billed Department.
AR4 - Process Payments	Record ORF Salary Advance Recovery	Create a deposit with a payment to an ORF Salary Advance and reference an open item key.
AR4 - Process Payments	Inquiring on a Deposit and a Payment	Test script will inquire on a deposit and a payment.

AR4 Process Payments – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Complete Payment that was not Applied through Payment Predictor	Complete a payment that was not able to be applied through Payment Predictor.
AR4 - Process Payments	Record receipt and Generate Remittance Report	Record a miscellaneous receipt and set it to post. Generate the remittance report and review the output.
AR4 - Process Payments	Generate Remittance Report	Generate the remittance report and review the output.

AR4 Process Payments – Overview

- System Demo

LIVE DEMO

WATCH THE DEMO NOW

AR4 Process Payments – Overview

AR5 Collect Receivables – Overview

- Introduction
- Process Overview
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- Q&A

AR5 Collect Receivables – Overview – General

Department AR Collections Processor

Department AR Collections Approver

Review Receivables Balances	Determine Collection Strategy	Contact Customer, as needed	Create Worksheets, as needed	Set Worksheets to Post

- Review balances online using collections workbench or reports

- Match credit/debit receivables
- Assess overdue charges
- Flag amount as in dispute
- Follow up with customer

- Document conversation and follow up actions
- Send dunning letters
- Send customer statements

- Create worksheet to process receivable refunds, credit/debit balances, receivable transfers, and write-offs

- Review accounting entries for worksheets
- Set worksheets to post
- Record dept. approval for write-offs

Key Impacts

- Department AR Collection Approver role is needed to set transactions with accounting entries to post
- Proper approvals need to be obtained outside of FI$Cal, as applicable, for write-offs and refunds

AR5 Collect Receivables – Overview – Dunning Letters

Department AR Collections Processor

Review Receivables Balances	Specify Selection Parameters	Run Dunning Process	Review Dunning Letters	Finalize and Distribute Letters
▪ Review balances online using collections workbench	▪ Select a specific customer, group of customers or all eligible customers for department	▪ FI$Cal process selects information for dunning letters per the specified parameters	▪ Review online customers and the associated overdue ARs ▪ Remove any customers or items that should be excluded	▪ Finalize dunning letters ▪ Distribute the dunning letters to customers

Key Impacts

- Dunning letters are created at the customer level, with one letter per customer for all their overdue receivables for a particular cycle
- Dunning letters can be created on configurable intervals (30 days, 60 days, etc.)
- Specific customers can be excluded from receiving dunning letters

AR5 Collect Receivables – Overview – Write-offs

FI$Cal

Department AR Collections Processor		Department AR Collections Approver		**FI$Cal** Financial Information System for California
Review Receivables Balances	Create Worksheet	Review Write-off Worksheet	Set Worksheet to Post	Process Worksheet
▪ Identify/review receivables to be written-off ▪ Obtain offline approvals, as applicable	▪ Create worksheet with receivables to be written-off ▪ Select write-off reason ▪ Submit worksheet for approval work flow	▪ Review worklist for write-off approvals ▪ Review write-off details/accounting and applicable offline approvals ▪ Approve/reject	▪ Set worksheet to post, if approved	▪ Receivable(s) closed in AR module ▪ Accounting entries generated for posting to the GL

Key Impacts

▪ All write-off transaction are routed to the Department AR Collections Approver. Additional approvals, as needed, must be obtained offline per the existing process.

AR5 Collect Receivables – Overview – Process Refunds – Credit ARs

Department AR Collections Processor		Department AR Collections Approver		FI$Cal Financial Information System for California
Review Receivables Balances	Create Worksheet	Review and Set to Post	Process Worksheet	Pay Refund (AP)
▪ Review customer account/payments ▪ Identify/review amounts to be refunded ▪ Obtain offline approvals, as applicable	▪ If receivable related, create worksheet to start the refund	▪ Review refund worksheet details and accounting entries ▪ Set worksheet to post	▪ Receivable(s) closed in AR module ▪ Accounting entries generated for posting to the GL	▪ Account receivable refund voucher data will originate from the AR module. ▪ Department will create AP voucher and reference receivable as Invoice Id.

Key Impacts
- Refunds for credit receivables are recorded in the FI$Cal AR module
- Refund payments to customers must be processed via the FI$Cal AP module

AR5 Collect Receivables – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR5 - Collect Receivables	Generate Dunning Letter for a Customer	Generate a dunning letter for a customer with overdue receivables.
AR5 - Collect Receivables	Apply a Credit to a Receivable	Create a maintenance worksheet to apply a customer credit to an open receivable for that customer.
AR5 - Collect Receivables	Generate Summary AR Report	Generate the Summary AR Report of receivables within the AR Module.
AR5 - Collect Receivables	Generate AR Aging Report	Generate the AR aging report and review the output.

AR5 Collect Receivables – Overview

- **Review Related UAT Scenarios**

Business Process	UAT Scenario	Brief Description
AR5 - Collect Receivables	Write off a Receivable	Write off a receivable that is overdue/not available for collection
AR5 - Collect Receivables	Issue Customer Refunds	Create maintenance worksheet for customer refund

AR5 Collect Receivables – Overview

- System Demo

AR5 Collect Receivables – Overview

Wrap Up

- In Wave 2, the following functionality will be available in FI$Cal related to Accounts Receivables

  - ☐ Automated Billing from Grants and Customer Contracts
  - ☐ Loading Open Receivables into FI$Cal system
  - ☐ Customer Statement Report
  - ☐ Outstanding Receivables Report by Chartfields
  - ☐ Receivables Remittance Report
  - ☐ Aging Report with Department specific Aging Buckets

Next Steps

- Re-watch the UAT Testing Process Webinar for more information
- Attend the UAT sessions for your planned scenarios
- Have fun!

Questions?

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

UATTesting@Fiscal.ca.gov

AR1 Set Up and Maintain Customers – Overview

Key Points:

- One or more customer Names can be captured
- Type of Customer can be recorded for reporting purposes
- Roles determine how the customer can be used in the system (e.g. Bill To Customer flag must be checked in order for the customer to be available for selection on an invoice)

AR1 Set Up and Maintain Customers – Overview

Key Points:

- One or more addresses can be set up for a customer
- Bill To, Ship To, etc. flags determine where in the system the address is visible
- Effective dates can be used to capture changes in address information

AR1 Set Up and Maintain Customers – Overview

Key Points:

- Billing Specialist and Collector roles are required for utilizing the customer for AR and Billing
- Defaults values set up on the customer default onto specific billing or accounts receivable transactions in the system
- The accounting entry for the receivable line on a bill/receivable can be defaulted based on the customer record.

AR2 Generate and Adjust Invoices – Overview

Key Points:

- Invoice Header captures a variety of information, such as Customer, Invoice Form, Remit to Address, From Date/To Date, Bill Inquiry Phone etc.
- Invoice ID numbering is configurable
- Status field captures if the invoice is in progress or ready to be finalized

AR2 Generate and Adjust Invoices – Overview

AR2 Generate and Adjust Invoices – Overview

Key Points:

- User may define the accounting distribution for each invoice line. Multiple distributions may be associated with a single bill line.
- ChartField coding can be defaulted from the Identifier (Charge Code) configuration

AR3 Enter and Maintain Receivables – Overview

FI$Cal

FI$Cal

| Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action |

Group Unit: 0820   **Group ID:** NEXT

*Accounting Date: 04/09/2014

*Group Type: B   Billing

*Origin ID: OBILL   Online AR

Currency

Control: USD   *Format: USD

Control Totals

Control:	550.00	*Count:	1
Entered:	0.00	Count:	1
Difference:	550.00	Count:	-1
Posted:	0.00	Count:	0

Control Data

*Received:	04/09/2014	*Entered:	04/09/2014
Posted:			
Assign:	Z_DEPT_AR	User:	Z_DEPT_AR_ITEM_PROC

Group Status

Edit Status:	Edited	Accounting Entries:	Not Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		

Key Points:

- Group Control page captures the total counts and amounts of the receivables that will be set up as part of the group
- Control Count and Amount are used to determine if the group is in balance or not
- Unbalanced group can not be set to post

AR3 Enter and Maintain Receivables – Overview

FI$Cal

FI$Cal

| Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action |

Group Unit: 0820   **Group ID:** NEXT

Pending Item Entry   Find | View All   First ◄ 1 of 1 ► Last

*Acctg Date:	04/09/2014	*As Of Date:	04/09/2014	Sequence:	1
*Item ID:	SWTITEM0001	Line:		Copy Line	
*Business Unit:	0820	*Customer:	DOJ0800048	Tony Stark	
SubCust1:		SubCust2:			
Amount:	550.00	*Currency:	USD		
*Entry Type:	DR	Reason:	BA	*AR Dist	AR-REVENUE
Rate Type:		☑ Revalue Flg			
Exchange Rate:	1.00000000				

Payment Terms

Terms:	NET30	Due Date:		Due Days:	
Disc Amt:		Disc Date:		Disc Days:	
Disc Amt 1:		Disc Date 1:		☐ Always Allow Discount	

Reference Information

PO Ref:		PO Line:		BOL:	
Order No:		Document:		Line Item:	
Contract:		L/C ID:		Case No:	

Key Points:

- Key receivable details can be captured on the Pending Item 1 page, such as Item ID (i.e. Receivable number), Customer, Amount, Terms
- PO References and Contracts can be associated with the Item

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AR3 Enter and Maintain Receivables – Overview

AR3 Enter and Maintain Receivables – Overview

Key Points:

- Accounting Entries for the receivable are entered on the Accounting Entries tab.
- Speed Type configuration can be leveraged to default accounting for the User Defined Line.

AR4 Process Payments – Overview - Deposits

Key Points:

- Deposit ID is system assigned. Bank Deposit ID is used to record the Bank Deposit Number. Identifier is used to record the Location Code for the deposit.
- Bank Code/Account and Deposit Type are configured values that will be selected for each deposit
- Control Total Amounts are compared against entered total amount and count

AR4 Process Payments – Overview - Deposits

Key Points:

- Payment ID is a free-form field that can be used to capture an identifier for the payment (e.g. check number, journal ID, etc.)
- Payment Predictor or Journal Directly flags can be set for each payment
- Additional payment information can be recorded for reporting purposes
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury
- One or more Customer or Item (Invoice) references can be selected for a payment

AR4 Process Payments – Overview

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI$Cal

Totals | **Payments**

| Unit: | 0820 | Deposit ID: | 159 | Date: | 04/09/2014 | Balance: | Not Balanced |

Payment Information   Find | View All   First ◀ 2 of 2 ▶ Last   [+][−]

Payment Seq:	2	*Payment ID:	MISCPAY2001	*Accounting Date:	04/09/2014 📅
Amount:	200.00	Currency:	USD		
Rate Type:	CRRNT	Exchange Rate:	1.00000000		

☐ Payment Predictor   ☑ Journal Directly   ☐ Range of References

Payment Method: [Check ▾]   Attachments (0)

Additional Payment Information   Find | View All   First ◀ 1 of 1 ▶ Last

Payment Method:	Cash ▾	Reference Number:		☐ Received by SCO
Cash Type:	Gen Cash ▾	City Code:		
Check Date:	📅	County Code:		
Description:		Tax Amount:		

Notes

Customer Information   Find   First ◀ 1 of 1 ▶ Last   [+][−]

Customer ID:	DOJ0800028 🔍	Business Unit:	0820 🔍
Remit From:	DOJ0800028	Remit SetID:	0820
Name:	Philip J. Fry		

Key Points:

- Additional payment information can be recorded for reporting purposes
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury
- Customer reference information can be provided for the miscellaneous payment, but is not required
- Item/Invoice reference information fields are grayed-out/disabled for Direct Journal payments

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AR4 Process Payments – Overview – Receivable Payments

AR4 Process Payments – Overview – Receivable Payments

Key Points:

- Based on the reference information, items can be selected for payment application
- User can select/deselect items as required if more than one item is available for selection
- Remaining amount on the worksheet must be zero to post the worksheet

AR4 Process Payments – Overview – Misc. Receipts

FI$Cal

Accounting Entries | Deposit Control

| Unit: | 0820 | Deposit ID: | 159 | Payment: | MISCPAY2001 | Seq: | 2 |

Amount: 200.00 USD ⚡ 🗷

☐ Complete   Entry Event: [   ] 🔍

Budget Status:

Distribution Lines   Personalize | Find | View All | 🗗 | 🔢   First ◀ 1 of 1 ▶ Last

ChartFields | Currency Details | Budget | Journal Reference Information | 🔲▸

Distribution Sequence		*GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	*Account	Alt Acct
1	1	0820 🔍	Speed Type	-200.00	USD	[ ] 🔍	0001 🔍	2013 🔍	4144500 🔍	4144500000 🔍

Total

| Lines: | 1 | **Total Debits:** | 0.00 | **Currency:** | USD | **Total Credits:** | 200.00 | **Currency:** | USD | **Net:** | -200.00 |

Key Points:

- One or more accounting classifications can be entered for the Direct Journal
- Speed Types can be configured / set up to default classification that is commonly used
- Salary Advance payments should reference Open Item Keys
- If coding is to a State Fund and Cash Type is General Cash, then the payment will be reclassified to Cash in State Treasury

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AR4 Process Payments – Overview – Misc. Receipts

FI$Cal

Accounting Entries | Deposit Control

| Unit: | 0820 | Deposit ID: | 159 | | Payment: | MISCPAY2001 | Seq: | 2 |

| Amount: | 200.00 USD |

☐ Complete

Entry Event: [   ] 🔍

Budget Status:

Distribution Lines   Personalize | Find | View All | 🗗 | 🎞   First ◀ 1-2 of 2 ▶ Last

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence		GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	Account	Alt Acct	Progr
1	1	0820	Speed Type	-200.00	USD		0001	2013	4144500	4144500000	
2	2	0820	Speed Type	200.00	USD		0001		1109300	0000000000	

Total

| Lines: | 2 | Total Debits: | 200.00 | Currency: | USD | Total Credits: | 200.00 | Currency: | USD | Net: | 0.00 |

Key Points:

- The Cash accounting entries are defaulted from the bank set up. This cash entry will be reclassified based on the Cash Type and Fund coding for the payment
- Mark the Complete flag to enable the Direct Journal for posting. The receipt will be available for posting once it has passed budget checking.

AR5 Collect Receivables – Overview - General

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Item Information ▾ > View/Update Item Details

FI$Cal

| Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History |

| Unit: | 8860 | Customer: | 0000001001 | Conservation & Liquidation Office |
| Item ID: | DEBIT_ITEM | Line: | | Days Late: | 32 | Status: | Open |

Accounting Date:	02/24/2015	Balance:	500.00 USD	Billing Unit:	
Entry Type:	DR			Original Amount:	500.00 USD
Entry Reason:	MIS
AR Dist Info:	AR-REVENUE

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Item Information ▾ > View/Update Item Details

FI$Cal

| Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History |

| Unit: | 8860 | Customer: | 0000001001 Conservation & Liquidation Office |
| Item ID: | DEBIT_ITEM | Line: | | Days Late: | 32 | Status: | Open |

| Balance: | 500.00 USD |

Item Activities   Find | View All   First ◄ 1 of 1 ► Last

Sequence:	1	Accounting Date:	02/24/2015	Posted Date:	04/27/2015
Entry Type	DR	Reason:	MIS	Voucher ID:	
Document:				Amount:	500.00 USD
Group Unit:	8860	Group ID:	574	Billing

Key Points:

- Debit Item in the system that shows the status is 'Open'

- Activity of the Debit Item that show only one activity.

AR5 Collect Receivables – Overview - General

Key Points:

- Credit Item in the system that shows the status is 'Open'

- Activity of the Credit Item that show only one activity.

AR5 Collect Receivables – Overview - General

FI$Cal

Worksheet Selection | Worksheet Matches

Unit:　8860　　Worksheet ID:　NEXT

Customer Criteria

*Customer Criteria:
None ▾

Customer Reference　　　　　　　Find | View All　First ◀ 1 of 1 ▶ Last

Cust ID:　[　　　] 🔍　　Business Unit:　[　　　] 🔍 ➕➖
Name:
Remit SetID:　　　　　　　　　Remit From ID:
Corporate SetID:　　　　　　　Corporate ID:
Rate Type:　CRRNT 🔍　　　　Acctg Date:　02/24/2015
MICR ID:　[　　　]　　　　　　Link MICR

Reference Criteria

*Reference Criteria:

Item Reference　　Personalize | Find | View All | ↗ | 🖩　First ◀ 1-2 of 2 ▶ Last

Qual Code	Reference	To Reference	
I 🔍	DEBIT_ITEM 🔍		➕➖
I 🔍	CREDIT_ITEM 🔍		➕➖

Specific Value ▾
*Restrict to:
All Customers ▾
*Match Rule:
Exact Match ▾
Anchor BU:
[　　] 🔍
Currency:
USD 🔍

Key Points:

- Maintenance Worksheet that show Debit and Credit Items referenced on the worksheet.

AR5 Collect Receivables – Overview - General

Key Points:

- Maintenance Worksheet that show Debit and Credit Items are selected for Debit and Credit offset.

AR5 Collect Receivables – Overview - General

Key Points:

- Maintenance Worksheet that show accounting entries generated due to Debit and Credit offset.

AR5 Collect Receivables – Overview - General

Key Points:

- Debit Item in the system that shows the status is 'Closed'.

- Activity of the Debit Item that show both Item and Maintenance Worksheet activity.

AR5 Collect Receivables – Overview - General

FI$Cal

| Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History |

| Unit: | 8860 | | Customer: | 0000001001 | Conservation & Liquidation Office |
| Item ID: | CREDIT_ITEM | | Line: | | Days Late: | -30 | Status: | Closed |

Accounting Date:	02/24/2015	Balance:	0.00 USD	Billing Unit:
Entry Type:	CR			Original Amount:	-500.00 USD
Entry Reason:	MIS
AR Dist Info:	AR-REVENUE

FI$Cal

| Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History |

| Unit: | 8860 | | Customer: | 0000001001 | Conservation & Liquidation Office |
| Item ID: | CREDIT_ITEM | | Line: | | Days Late: | -30 | Status: | Closed |

| Balance: | 0.00 | USD |

Item Activities — Find | View All — First ◀ 1-2 of 2 ▶ Last

Sequence:	1		Accounting Date:	02/24/2015	Posted Date:	04/27/2015
Entry Type	CR	Reason:	MIS	Worksheet Reason:	Voucher ID:
Document:					Amount:	-500.00 USD
Group Unit:	8860	Group ID:	574	Billing

Sequence:	2		Accounting Date:	02/24/2015	Posted Date:	04/27/2015
Entry Type	MT	Reason:	DRCR	Worksheet Reason:	Voucher ID:
Document:					Amount:	500.00 USD
Group Unit:	8860	Group ID:	575	Mtn Group	Match Group ID:	99999

Key Points:

- Credit Item in the system that shows the status is 'Closed'

- Activity of the Credit Item that show both Item and Maintenance Worksheet activity.